

<b>OUTFITTERS &amp; GUIDES LICENSING BOARD</b>	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 4003 - 2002	<b>PAGE NUMBER:</b> 1 of 2
		<b>SUBJECT:</b> Workplace Violence Policy	Adopted: 9/2000 Revised: Reformatted: 10/16/02

## **1.00.00 POLICY OF THE AGENCY**

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Workplace Violence Policy.

## **2.00.00 TABLE OF CONTENTS**

1.00.00	<b>POLICY OF THE AGENCY</b>
2.00.00	<b>TABLE OF CONTENTS</b>
3.00.00	<b>REFERENCES</b>
4.00.00	<b>PROCEDURE</b>
4.01.00	INTRODUCTION
4.02.00	DEFINITIONS
4.03.00	ENFORCEMENT PROCEDURES

## **3.00.00 REFERENCES**

## **4.00.00 PROCEDURE**

### **4.01.00 INTRODUCTION**

The Idaho Outfitters & Guides Licensing Board is committed to providing a work environment free from violence for all employees. The Board will not tolerate any form of violence in the workplace including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe.

### **4.02.00 DEFINITIONS**

Violence and threats of violence may include, but are not limited to:

- 4.02.01 Physically aggressive acts, such as hitting, shoving, and fighting;
  - 4.02.02 A serious, communicated or implied intent to harm another, or endanger their safety, or destroys property;
  - 4.02.03 Actions that have a potential for violence, such as throwing objects, waving fists, destroying property, etc.;
  - 4.02.04 Obsessively directed behavior, such as harassing phone calls, stalking, intensely focusing on a grudge or aggravation, etc.;
  - 4.02.05 Inappropriate use of display of firearms, weapons, or any other dangerous devices on state property.
- ### **4.03.00 ENFORCEMENT PROCEDURES**
- 4.03.01 If evidence exists to support the allegations of violence or threats of violence, and the

<b>POLICY NUMBER:</b> 3003	<b>SUBJECT:</b> Workplace Violence Policy	<b>PAGE NUMBER:</b> 2 of 2
-------------------------------	--	-------------------------------

offender is an employee, disciplinary action may be taken, up to including immediate dismissal.

#### 4.03.02 Duty to report:

Any violence or threat of violence must be reported immediately to the Executive Director or his designee.

The Executive Director or his designee will promptly convene an investigation to address concerns or incidents of workplace violence.

#### 4.03.03 Confidentiality:

After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger. Care must be taken to keep the situation contained to prevent escalation of the violence or threat and prevent damage to the reputation of someone falsely accused.

This policy is effective immediately. A copy will be distributed to all current employees, and become part of regular new employee orientation and the Employee Policy and Procedure Manual.